



BUSINESS LICENSING GUIDE FOR LOUISVILLE METRO, KENTUCKY

This step-by-step Business Licensing Guide was created and developed to assist Metro Louisville business license applicants to successfully acquire all of your necessary business licenses. This guide is pertinent to the majority of businesses seeking an Occupational License, Business License, or Liquor License to operate or conduct business within Metro Louisville and the State of Kentucky. **Please read through every step before starting your license process!**

Note: Some professions and careers (e.g., attorney, cosmetologist/barber, psychologist, mortician, etc.) require additional State of Kentucky licensing or certification requirements. Please check with the specific department of the State of Kentucky in which your area of expertise may be handled. A list of those departments may be found in the "blue pages" of the telephone directory. The state chapter of your professional association may also be able to assist you regarding these additional requirements.

We wish you much success.



**Thank you for opening and operating a business in
Metro Louisville!**

Contact information for all Metro Louisville, Jefferson County, State of Kentucky, and federal government departments referenced in the following steps are listed at the end of this guide.

Step 1:

Will your business be located within the boundaries of Louisville Metro, Kentucky?

Or,

Will you conduct business within the boundaries of Metro Louisville?

Yes
Go to Step 2.

No
Stop! You do not need a Metro Louisville Business/Occupational License.

Step 2:

Will your business operate out of your home?

Yes
For state regulations, go to:
Department of Housing, Buildings and Construction's Division of Building Code Enforcement. Then, go to **Planning and Design Services** and/or the **Department of Inspections, Permits and Licenses** for local information on home-based business compliance issues.
Then, continue to Step 3.

No
Go to Step 3.

Step 3:

Will you be using a sign to advertise your business?

Yes
Go to:
The **Department of Inspections, Permits and Licenses' Building Division** for the necessary sign standards and to obtain the proper permits.
Then, continue to Step 4.

No
Go to Step 4.

Step 4:

Will you need to know if your business is zoned to conduct your type of business in your part of town?

Or,

Will you need to know if the property/space you are about to rent will pass building and fire code requirements?

Yes

First, go to:

Planning and Design Services for zoning requirements

Next, go to

Department of Inspections, Permits, and Licenses' Building Division for building codes, and

Finally, to request a fire inspection, go to the **Louisville Fire Department** if your business is located within the Urban Services District or **Jefferson County Fire Services** if your business is located outside the Urban Services District.

Then, continue to Step 5.

No

Go to Step 5.

Step 5:

Will any building construction or tenant improvements be required for your business?

Or,

Will there be a change in property use from the previous business occupant?

Yes

First, go to:

Planning and Design Services to verify that the proposed property use is allowed.

Then, go to the **Department of Inspections, Permits and Licenses' Building Division** for the necessary permits.

Then, continue to Step 6.

No

Go to Step 6.

Step 6:

Will food preparation be involved?

Yes

Go to:

Louisville Metro Health Department for information concerning all of the requirements and plan approval. ** If meat products will be prepared, contact the **Food & Drug Administration** for required federal licenses. Then, continue to Step 7.

No

Go to Step 7.

Step 7:

Will your business sell or serve liquor?

Yes

First go to:

Kentucky Alcoholic Beverage Control for state licensing.

Then, contact the **Department of Inspections, Permits and Licensing** for local licensing.

Then, continue to Step 8.

No

Go to Step 8.

Step 8:

Are you a general (prime) contractor or subcontractor?

Yes

First, go to:

Kentucky Department of Housing, Building and Construction and/or the **Secretary of State**, and then, the **Department of Inspections, Permits, and Licenses'**

Development Division to register if you are an electrical, plumbing, and HVAC contractor

Then, continue to Step 9.

No

Go to Step 9.

Step 9:

Will you be using personal property (desks, computers, etc.) for business purposes that has an assessed value in excess of \$100.00?

Yes

First, contact:
The **Jefferson County Property Valuation Administrator** and the **Department of Revenue's Division of State Valuation** for information regarding property tax liability on equipment.
Then, continue to Step 10.

No

Go to Step 10.

Step 10:

Will you be using your own or someone else's vehicle(s) to transport people or products for a fee?

Or,

Will you be allowing other people to use your vehicle(s) on a fee-for-hire basis?

Or,

Will your business involve retailing, wholesaling, auctioning, brokering, manufacturing/distributing, or transporting autos, or recycling vehicle parts?

Or,

Will your business be an automobile title business?

Yes

First, contact:
Kentucky Department of Transportation, and then, the **Jefferson County Clerk** for answers to any of the above questions.
Then, continue to Step 11.

No

Go to Step 11.

Step 11:

Will you be a manufacturer?

Yes

First, go to:
Kentucky Department of Environmental Protection and the **Department For Natural Resources** for state environmental permits and licensing. Then, go to the **Louisville Metro Air Pollution Control District** for Air Quality Permits and the **Metropolitan Sewer District** regarding industrial sewage discharge.
Then, continue to Step 12.

No

Go to Step 12.

Step 12:

Will you manufacture, use, or store hazardous materials, including fireworks?

Yes

First, go to:
Division of Fire Prevention for information on major hazard categories and state regulations. Then, based on the location of your business, go to either the **Fire Prevention Division**, of the **Louisville Fire Department** or **Jefferson County Fire Services**.
Then, continue to Step 13.

No

Go to Step 13.

Step 13:

Do you want to do business with Metro Louisville?

Yes

First contact:
Purchasing and Business Affairs, a division of the **General Services Administration, (GSA)** for the necessary forms and instructions.
Then, continue to Step 14.

No

Go to Step 14.

Step 14:

Will your business be a Sole Proprietorship, Partnership, Corporation, S-Corporation, or a Limited Liability Company?

Or,

Is your business registered in another state?

Yes

First, go to:
The **Kentucky Cabinet for Economic Development** to obtain a copy of the "Kentucky Business Guide" to assist in your decision-making process. Second, register your business with the **Kentucky Secretary of State**.
Then, continue to Step 15.

No

Go to Step 15.

Step 15:

Will you need to protect your trade name or “doing business as” name?

Yes

Go to:
The **Jefferson County Clerk** and the **Kentucky Secretary of State** for information and instructions.
Then, continue to Step 16.

No

Go to Step 16.

Step 16:

Will you have one or more employees other than yourself?

Yes

First, go to:
The **Kentucky Cabinet for Economic Development** to obtain a copy of the “Kentucky Business Guide” which contains information concerning federal, state, and local employer responsibilities.
Then, continue to Step 17.

No

Go to Step 17.

Step 17:

Will you need State of Kentucky sales tax information, including information on use tax, employee withholding tax, or wholesale tobacco tax information?

Yes

First go to:
Kentucky Department of Revenue for a state licensing application and tax information.
Then, continue to Step 18.

No

Go to Step 18.

Step 18:

Do you need Federal Internal Revenue Service forms or other tax information?

Yes

First contact:
U.S. Internal Revenue Service for a kit of forms and instructions.
Then, continue to Step 19.

No

Go to Step 19.

Step 19:

Do you need a Louisville Metro Occupational License?

Yes

Go to:
Louisville Metro Revenue Commission for a Registration Application for a Tax Account Number and additional occupational tax information.

GOVERNMENTAL OFFICES AND CONTACT INFORMATION

Metro Louisville

Department of Inspections, Permits and Licenses
Phone: (502) 574-3321

Website locations: <http://www.louisvilleky.gov/ip/> and <http://www.louisvilleky.gov/ip/LNP/ABC/>

Louisville Fire Department, Fire Prevention Bureau
Phone: (502) 574-3731

Website location:
http://www.louisvilleky.gov/LouisvilleFire/Fire_Prevention_Bureau.htm

Louisville Metro Air Pollution Control District
Phone: (502) 574-6000

Website location: <http://www.apcd.org/>

Louisville Metro Health Department
Phone: (502) 574-6520

Website location:
<http://www.louisvilleky.gov/Health/FoodHygiene.htm#spr>

Metro Development Authority
Phone: (502) 574-4140

Website location: <http://www.louisvilleky.gov/MDA/>

Metropolitan Sewer District
Phone: (502) 540-6000

Website location:
<http://www.msdlouky.org/business.htm>

Planning and Design Services
Phone: (502) 574-6230

Website location:
<http://www.louisvilleky.gov/PlanningDesign/>

Jefferson County

Jefferson County Clerk

Phone: (502) 574-5700

Website location: <http://www.jeffersoncountyclerk.org/>

Jefferson County Fire Services

Phone: (502) 574-5950

Website location: <http://www.jeffcofire.com/>

Jefferson County Property Valuation Administrator

Phone: (502) 574-6860

Website location:

http://www.pvalouky.org/en/personal_property.php

State of Kentucky

Department for Environmental Protection

Phone: (502) 564-2225 ext. 196

Website location: <http://www.eppc.ky.gov/>

Department of Housing, Buildings and Construction

Division of Building Code Enforcement

Phone: (502) 573-0365, ext. 125

Website location: <http://www.ohbc.ky.gov>

Department For Natural Resources

Phone: (502) 564-3350

Website location: <http://www.dnr.ky.gov/>

Division of Fire Prevention

Phone: (502) 573-0382

Website location:

<http://www.ohbc.ky.gov/fireprevention/>

Kentucky Alcoholic Beverage Control

Phone: (502) 564-4850

Website location: <http://www.abc.ky.gov/licensing/>

Kentucky Cabinet for Economic Development

Phone: (502) 564-4252 ext. 4317 or 1-800-626-2250

Website location:

<http://www.thinkkentucky.com/kyedc/pdfs/bicguide.pdf>

Kentucky Chamber of Commerce

Phone: (502) 695-4700

Website location:

<http://thinkkentucky.com/kyedc/busstart.asp/>

Kentucky Department of Revenue

Phone: (502) 564-4590

Division of State Valuation - (502) 564-2557

Website location: <http://revenue.ky.gov>

Kentucky Department of Transportation

Phone: (502) 564-7000

Website location: <http://www.kytc.state.ky.us/>

Kentucky Department of Employment Services

Phone: (502) 564-5331

Website location: <http://kentucky.gov/>

Kentucky Revenue Cabinet

Phone: (502) 628-6491 or 1-800-843-7196

Corporate Tax Division - (502) 564-2135

Website location: <http://revenue.ky.gov/>

Kentucky Secretary of State

Phone: (502) 564-2848 (Corporate Name Availability)

(502) 564-2848 (Corporate Filings)

(502) 564-7330 (Corporate Records)

Website location: <http://sos.ky.gov/>

Kentucky Workman's Compensation Fund

Phone: (502) 564-5550

Website location: <http://kentucky.gov/>

Office of Employment and Training, Unemployment Insurance Program

Phone: (502) 564-2272

Website location: www.oet.ky.gov

Federal

Food & Drug Administration

Phone (502) 582-5237

Website location: <http://www.fda.gov/>

Immigration and Naturalization Service

Phone (502) 582-5237

Website location: <http://www.immigrationagency.org/>

U. S. Internal Revenue Service

Phone: 1-800-829-3676

For a federal employer identification number, call 1-(966) 816-2065

Website location: <http://irs.gov/>

Small Business Administration – SCORE

Phone: (502) 582-5976

Website location: <http://www.score-louisville.org/>

If you have any questions, please feel free to contact the Greater Louisville Small Business Development Center at (502) 625-0123. Their website address is:

<http://www.louisvillessmallbiz.org>



***Congratulations and Thanks Again For
Opening and Operating Your Business In
Metro Louisville!***